

Adding Events to a Calendar

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Understanding your Team Calendar

A Team Calendar can include several types of events. Learn more about them below:

Plan your people

- **Leave/Vacation Events**
For tracking your team holidays and breaks. Who is out of the office and when.
- **Travel Events**
For tracking your teams travel plans.
- **Birthdays**
To help you celebrate those special moments with your team members.

Plan your projects

Team Calendars integrates with [JIRA](#) and allows you to plan your projects from JIRA and see how your teams availability may impact your project. You can create JIRA project events for:

- **JIRA Versions**
To plan your releases
- **JIRA Agile Sprints**
Visualise your teams Agile Sprints inside your calendar to see how your teams leave could impact your project.
- **JIRA Issue Dates**

[Learn more about adding JIRA events](#)

Plan your events

Create any type of event to track things like company training, public holidays, social or company-wide events.

Adding Events

To add an event, simply select what type of event you would like to add from the Event Type drop-down:

Create event

Calendar*

Event Type* ✓

What*

Who

- Travel
- Leave
- Birthday
- Event
- JIRA Issue Dates
- JIRA Agile Sprints
- JIRA Project Releases

Filtering on Event Types

Once you've got plenty of events on your Team Calendar, you can visualize all the events by simply clicking on the event type to show and hide the different types of events:

Next Steps

Subscribe to and from Team Calendars from other calendar systems:

- [Subscribing to Google Calendars From Confluence](#)
- [Exporting Team Calendars Content to Other Calendars](#)